

DEPARTMENT OF THE ARMY
Omaha District, Corps of Engineers
6014 U. S. Post Office and Court House
Omaha, Nebraska 68102

DR 690-1-120

MROPO-S

Regulation
No. 690-1-120

2 October 1973

CIVILIAN PERSONNEL

Orientation of New Employees

1. Purpose. The purpose of this regulation is to prescribe policy and procedures for the orientation of new employees.
2. Applicability. This regulation is applicable to the Omaha District and its serviced activities.
3. Definition. Orientation is the process of introducing employees to a new job, to the employing organization, and to the community. Its fundamental purpose is to enable the employee to reach full production status as soon as possible. The investment of a few hours time, to ensure that the employee clearly understands his duties and how he is to perform them, pays dividends. Employees who are properly oriented become more effective sooner. Furthermore, proper orientation reduces future job dissatisfaction and misunderstandings by informing the employee at the start of the terms of his employment. A high percentage of turnover occurs early in employment; effective orientation can help reduce it.
4. Policy and Procedures.
 - a. New employees of the Omaha District and its serviced activities, rehired former employees and current employees being transferred within the employing organization will receive orientation as prescribed below. The full orientation program consists of three phases:
 - (1) Phase I - Basic
 - (2) Phase II - On-the-Job
 - (3) Phase III - Group Orientation

New employees, except those on appointments limited to one year or less, will receive full orientation. Employees with appointments limited to one year or less and rehired former employees will receive Phases I and II. Current employees transferred within their employing organization will receive Phase II. ENG Form 3529 will be used for conducting and recording orientation.

- (1) Phase I. The personnel specialist or field office representative will conduct Phase I of the employee orientation at the time the new employee enters on duty. This portion of the orientation will cover those

This regulation supersedes DR 690-1-120 dated 20 March 1969.

APPENDIX A

DR 690-1-120
2 Oct 73

DATA FOR PERSONNEL INFORMATION FOLDER

District Regulations:

35-1-203	Purchase of U. S. Savings Bonds by Payroll Deduction
600-1-51	Equal Employment Opportunity
690-1-101	Merit Placement and Promotion
690-1-500	Position and Pay Management
690-1-510	Training and Development
672-1-20	Incentive Awards Program
690-1-30	Performance Appraisal Policies and Procedures
690-1-532	Conduct and Discipline

Pamphlets and Miscellaneous Material:

DA Form 1045, Suggestion Form
DA Form 1727, Application, Change, Cancellation for U. S. Savings Bonds
ENG Form 3529, Employee Orientation Check List
ENG Form 3898, Paycheck and Form W-2 Mailing Addresses (Permanent)
MRO Form 1183, Information Regarding Retired Members of the Armed Forces
When Injured at Work
Payroll Savings Plan
FACTS - Credit Union
Financial Protection for Federal Employees (Fed. Employee Facts #4)
The Civil Service Retirement System (Fed. Employee Facts #3)
You and Fair Wages (Fed. Employee Facts #7)
DF - Paychecks Drawn Payable to Financial Organizations for Credit to
Employee's Account
Emergency Planning (Omaha District Letter)
Security Briefing Statement (FL-OD 38)

Booklets:

Your Work in the Corps of Engineers
Howdy Friend

SECURITY BRIEFING (INDOCTRINATION)

BASIC SAFEGUARDS AND FUNDAMENTAL PRINCIPLES OF SECURITY

1. This is a preliminary briefing as to your security responsibilities, regardless of whether you may not require access to classified defense information in your job. Simply, we are trying to prevent the disclosure of defense information to the wrong people. To prevent this, we adopt certain safeguards which are used in the receipt, transmission, storage and even in the destruction of classified material.
2. The varying degrees of classified defense information are defined in order of importance, with impact should it be disclosed to unauthorized persons:
 - a. TOP SECRET: That which could result in exceptionally grave damage to the nation.
 - b. SECRET: That which could result in serious damage to national security.
 - c. CONFIDENTIAL: That which could reasonably be expected to cause damage to national security.
3. There is another protective term common to the government services, which is the term "FOR OFFICIAL USE ONLY". This is not used on classified defense information but is used to protect information pertaining to individuals; investigative reports; bids, estimates, and budgetary data. This is a broad interpretation and embraces many subjects. There are specific regulations governing the handling and storage of this type data, and while the regulations are not nearly so rigid as they are for the classified defense information, the term means exactly that the information will be limited to persons and agencies directly concerned with content and it will not be disseminated on a public basis.
4. Classified material, including maps, charts and photographs, are distinguished by stamping or printing the proper classification (as defined above) on both the top and bottom of each sheet, and those with highest sensitivity are numbered for accounting purposes; i.e., Copy 1 of 15, etc,
5. All of the above types of material must have a cover sheet attached. Each category has a specific color, in addition to the printed degree of classification. This is done to protect contents and insure the individual in possession is constantly aware of its sensitivity so that it may not inadvertently be left on a desk or outside the proper type security file after business hours. All transmittals of classified matter between individuals or elements are hand-carried by appropriately designated individuals, and are not transmitted by the regular messenger service. If sent by mail, it is certified or registered.

ADDITIONAL TOPICS FOR PHASE III GROUP ORIENTATION

Missions of the Corps (Military and Civil Works)Organization - Ref: Your Work in the Corps of Engineers

Department of the Army
Corps of Engineers
Missouri River Division Geographical Area
Civil
Military
Omaha and Kansas City Districts Geographical Area
Civil
Military

Incentive Awards Program (DR 672-1-20)

Suggestion System
Incentive Awards
Letters of Commendation and Appreciation
Certificates of Achievement
Certificates of Merit and Safety
Cash Awards for Sustained Superior Work Performance
Quality Increases for Classification Act Employees
Cash Awards for a Special Act or Service
Cash Awards under the Zero-Accident Program
Meritorious Civilian Service Awards
Exceptional Civilian Service Awards
High Level Honorary and Developmental Awards

Performance Appraisal Policies and Procedures (DR 690-1-530)Career Management (DR 690-1-511)Classification and Wage Program

Position and Pay Management Basic Policies and Requirements
(DR 690-1-500)
Within-Grade Increases (DR 690-1-700)
Classification Act
Wage Grade

Security RegulationsMerit Placement and Promotion (DR 690-1-101)Retirement and Social Security System